Columbus – Bartholomew County Planning Department

Columbus Administrative Subdivision Checklist

(Columbus Subdivision Control Ordinance)

Subdivision Name:
All administrative subdivision applications must be accompanied by 1 copy of the plat drawing for review by the Planning Department and other coordinating agencies.
Any filing which does not contain all required items as indicated on the list below will be considered incomplet Submission of all items on this checklist does not relieve the applicant of any other applicable requirement the subdivision control ordinance.
All plats shall be created as a reproducible drawing on standard size white paper not smaller than 8 $\frac{1}{2}$ by inches.
Type of Administrative Subdivision (Sec. 16.08.010):
Resubdivision (removal of interior lot lines only, with the outside perimeter of the area unchanged, resulting i fewer parcels)
Removal or relocation of easements
Change of written notations
Division ordered by court decree
Division into cemetery plots
Correction of legal description
Sale or exchange of property between adjoining land owners, (i.e., moving a line between two properties; with no additional building sites created)
Change in the property boundaries caused by dedication or purchase of public right-of-way
Addition of public utility easement
Division of a site containing a dwelling which has been located on the property for at least 3 years from an agricultural tract
Required Supporting Data:
1 The required filing fee (Sec. 16.12.060(B))
2 One (1) completed application form (Sec. 16.12.060(C)(1))
3 A quitclaim or warranty deed containing the legal description for each parcel for which ownership transferred within and by the subdivision (Sec. 16.12.070(A)(5))
Required Subdivision Drawing Contents (if applicable – see Section 16.12.060(C)(2)):
1 The area of each lot or parcel in square feet (if less than 20,000 square feet) or acres (Sec. 16.12.060(C)(2
2 Name of the subdivision (Sec. 16.12.030(A))
3 North arrow (Sec. 16.12.030(K))
4 Bar scale (Sec. 16.12.030(K))
5 Easements (Sec. 16.12.030(C))

6	Names of adjoining roads & subdivisions (including lot designations, title of plat, & plat book page number) (Rule 12)
7	Dimensioned drawing of existing buildings (Sec. 16.12.040 B)
8	The configuration of each parcel and any easements both before and after the proposed subdivision (with lot lines to be removed and other "before" features shown as dotted lines and labeled as being removed).
9	A legal description of property to be added or subtracted from each lot (Sec. 16.12.070(A)(4))
10	A vicinity map with sufficient detail to enable staff to identify the site on a field visit (Sec. 16.12.070(A)(7))
11	Surveyor certificate (Sec. 16.12.060(C)(3) and Sec. 16.36.010(A) or (B))
12	Owner certificate (Sec. 16.12.060(C)(3) and Sec. 16.36.020)
13	Approval certificate (Sec. 16.12.060(C)(3) and Sec. 16.36.030(E)(1))
14	Board of Works approval certificate (if applicable) (Sec. 16.12.060(C)(3) and Sec. 16.36.040)
15	Tax certificate (Sec. 16.12.060(C)(3) and Sec. 16.36.050)
16	Flood hazard notation (if applicable) (Sec. 16.12.060(C)(3) and Sec. 16.36.060)
17	Private access easement notation (if applicable) (Sec. 16.12.060(C)(3) and Sec. 16.36.070)
18	Recording notation with deed notation (Sec. 16.12.060(C)(3), Sec. 16.36.080, & Sec. 16.36.110)
19	Replat notation (if appropriate) (Sec. 16.12.060(C)(3) and Sec. 16.36.090)
	A Legal description of the property New lot numbers
Rem	oval or Relocation of Platted Easements (Sec. 16.12.060(C)(5)):
	Signed & notarized letters from each utility having an interest in the easement to be removed
	For drainage easements, signed & notarized letters from any neighboring property owners affected by such easements
Chan	nges of Written Notations (Sec. 16.12.060(C)(6)):
	A written explanation of the reasons for the changes (Plan Commission approval may be required)
Divis	ion of land into Cemetery Plots (Sec. 16.12.060(C)(7)):
	A layout of the cemetery
	Location and size of burial plots
	Layout of private drives
	Layout of parking areas
Divis	ion Ordered by Court Decree (Sec. 16.12.060(C)(8)):
	A copy of the decree, showing by legal description how the land is to be divided.
Sale	or Exchange of Land among Adjoining Owners (Sec. 16.12.060(C)(9)(a & b)):
	Legal description & drawing of the tract(s) to be divided & the tract(s) to be added

	For previously unplatted land, an indication of the monuments & markers to be set	
Resolution of Boundary Disputes (Sec.16.12.060(C)(9)(c)):		
	An affidavit signed by all affected owners stating the purpose of the subdivision.	
Corre	ction of legal descriptions (Sec.16.12.060(C)(10)):	
	Affidavit signed by the affected owners stating that the description is in error	
	Correct legal description	
Dedic	ation or Granting of Easements (other than Access Easements) (Sec.16.12.060(C)(11)):	
	Legal description of the easement	
	Evidence that the easement has been recorded & a notation placed on the recorded plat	
Dedic	ation of Right-of-way or Access Easements (Sec.16.12.060(C)(12)):	
	Legal description of right-of-way or easement	
	Drawing showing the affected land parcels & the location of the right-of-way or easement	
	For public right-of-way, an indication of the monuments or markers to be set	
Divisi	on of an Existing Dwelling from an Agricultural Tract (Sec.16.12.060(C)(13)):	
	Evidence that the dwelling has been present for at least 3 years	
	A survey by a registered land surveyor meeting the requirements of Sec. 16.12.070.	
	Indications of the monumentation required by Sec. 16.24.210.	